

Center for Student Action Student Operations/Finance Assistant

POSITION SUMMARY:

Each Student Operations Assistant or Student Finance Assistant forms part of the Center for Student Action (CSA) Operations & Finance Team, in charge of effective operations, accounting, and finances for the Center for Student Action. The teams within the Operations & Finance staff include the following student positions:

Student Operations Assistants: 3 positions

Student Finance Assistants: 4 positions

POSITION DESCRIPTIONS:

Student Operations Assistant:

These positions will work directly with the Operations Coordinator. They will provide assistance with the registration process and logistics planning for local, national, international, and Mexico short-term mission trips. Each is to also perform administrative and office-support activities within the Center.

Student Finance Assistant:

These positions will work directly with the Finance Coordinator. They will provide general finance assistance for local, national, international, and Mexico short-term mission trips. They will also assist with processing accounts payable and accounts receivable. Each is to also perform administrative and office-support activities within the Center.

Center for Student Action Student Operations/Finance Assistant

JOB DESCRIPTION

Title: Student Operations/Finance Assistant

Reports to: Assistant Director of Operations & Finance

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Act as a resource and support person for Center for Student Action policies and ministry opportunities to students, faculty, staff, and outside constituents.
2. Assist in daily office operations.
3. Work in collaboration with other team members in the coordination of various projects.
4. Meet every other week with direct supervisor to follow-up on responsibilities and projects.
5. Maintain 12-15 office hours each week, with the ability to work 3-hours-minimum shifts.
6. Available to assist with operations during Thanksgiving Break, Spring Break, Presidents Weekend, and other events as required.
7. Attend an all-CSA staff meeting every other week.
8. Full participation in all required Center for Student Action events.
9. Participate in the Student Operations/Finance Assistant selection process for the following year.
10. Serve as a representative of APU and CSA in all situations.

CHARACTERISTICS:

The following characteristics are thought to be essential for anyone serving in the Center for Student Action:

1. Committed relationship with Jesus Christ
2. Show signs of maturity and responsibility in decisions and actions
3. Desire to serve others
4. Show integrity in actions
5. Ability to relate to diverse personality types
6. Ability to work as a team member
7. Show initiative and follow-through
8. Good interpersonal and communication skills
9. Offer flexibility
10. Think critically and creatively

QUALIFICATIONS:

1. A Student Operations/Finance Assistant must understand and support the goals of a Christian liberal arts education.
2. A Student Operations/Finance Assistant must have a 2.5 cumulative GPA and maintain a 2.5 minimum GPA. No one may hold a position while on academic or disciplinary probation.
3. A Student Operations/Finance Assistant must be willing to commit one full year to the position.
4. A Student Operations/Finance Assistant must be willing to participate in the training program for the position, which includes (but is not limited to) the dates listed in the application.